

ENGINEERING INSPECTION ASST

Recruitment #1501-1894-001

List Type Original

Requesting Department DPW-INFRASTRUCTURE-CONSTRUCT

Open Date 1/29/2015

Filing Deadline 2/20/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

THIS IS A TEMPORARY SUMMER POSITION

PURPOSE

Under the direction of a Construction Supervisor, an Engineering Inspection Assistant will observe construction activity in the field and will aid Public Works Inspectors who are inspecting the installation of sewer and water mains and street and alley paving construction being performed by private contractors for the City of Milwaukee.

ESSENTIAL FUNCTIONS

- Assist in the process of checking the transfer of line and grade.
- Assist measuring, recording and making computations of data collected on construction sites.
- Assist on pre-construction surveys.
- Draw sketches of work in progress or completed work for City construction projects.
- Assist in the distribution of notices to property owners around construction sites.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Current enrollment in a public works inspection, pre-civil engineering, civil engineering, or construction management program at an accredited college or university, having successfully completed some college level coursework in math and engineering related studies.
 - **IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*
2. Valid driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to perform outdoor work which may include climbing, descending into excavations, and performing similarly vigorous work often under adverse weather conditions.
- Ability to use measurement tools related to pre-construction surveying and checking transfer of line and grade on construction sites.
- Ability to read blueprints and construction plans.
- Ability to follow directions in both oral and in written forms.

Engineering Inspection Assistant

- Ability to perform basic mathematical calculations related to field construction work.
- Ability to prioritize, organize, and accomplish work assignments by required deadlines.

CURRENT SALARY

The current starting hourly rate (PG 9NN) for City of Milwaukee residents is \$13.15, and the non-resident starting hourly rate is \$12.83.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **February 20, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.